

POLICY NUMBER: 6

The International Alliance of ALS/MND Associations Code of Conduct

Background:

Goal

A world free of ALS/MND

Mission

Our Mission as the International Alliance of ALS/MND Associations is to encourage:

- optimal care and support for all people living with ALS/MND
- information exchange and education at an international level
- collaboration, dissemination and translation of ALS/MND research

The Alliance is committed to the following values:

- Our service is to the organisations supporting people living with ALS/MND
- We will contribute to improving quality of life for people living with ALS/MND
- We encourage, support and value innovation and research for people living with ALS/MND
- We respect and value the contribution made by all members
- We act responsibly, maintain professional integrity and engage and collaborate with the ALS/MND community worldwide

Policy and Procedure:

Introduction

This Code of Conduct covers all Alliance staff, Board directors and members. All individuals covered by this Code of Conduct should be aware that a Code exists to provide assistance for Directors, members and employees to decide whether acceptable standards of behaviour are met.

It is expected that Alliance staff demonstrate equity, integrity and sound professional and ethical practice at all times in every respect of their employment. The Alliance strives to provide a workplace free from any form of bullying, harassment or discrimination. The Alliance complies with UK legislation designed to support and protect staff, directors, members and the broader community.

Everyone involved in the Alliance should have an awareness of and a willingness to comply with the Memorandum and Articles of Association, relevant legislation and Alliance policies. The Chairperson and the General Manager (GM) will assist in maintaining standards of conduct and in resolving ethical dilemmas. However, this does not remove individual responsibility and accountability for actions, conduct and decisions.

Alliance staff, Directors and Alliance members should familiarise themselves with the contents of this Code of Conduct and should ensure they observe its provisions. They should also realise that departure from the provision of this Code and the Acts on which it is based could be grounds for disciplinary action.

The Alliance demonstrates equity, fairness and integrity in dealings with Directors, staff and Alliance members. The Alliance values open communication and welcomes comment or feedback about its activities. The Alliance respects individuals' rights and works towards achieving the best possible outcomes for all.

Public Comment

Unauthorised people must not make public comment on behalf of the Alliance. Members may express their personal views through public comment on political and social issues but such statements may not be represented as the view of The Alliance. Public comment includes public speaking engagements, comments in the media and on social media, views expressed in letters to newspapers.

Security and Privacy of Information

Confidential information must not be disclosed other than when required by the law or when authorised. Confidential information in any form (e.g. documents, computer files) cannot be accessed by unauthorised persons. Confidential information must not be discussed except on a need-to-know basis and must not be misused to gain personal advantage. Information about Alliance staff, members or stakeholders is subject to UK Privacy Legislation and guidelines.

Discrimination, Harassment and Bullying

Individuals must not harass or discriminate against colleagues, staff, Directors, Alliance members or stakeholders for any reason including gender, physical appearance, pregnancy, age, race, sexual preference, ethnicity or national origin, religious belief, political conviction, marital status, physical or intellectual ability.

Bullying will not be countenanced and may include verbal or online abuse, sarcasm, public or private criticism of an individual or overloading staff with work. If discrimination, harassment or bullying is witnessed, the GM should intervene if possible and report such incidents to the Chairperson. Direct intervention by the Board of Directors may be used to resolve such issues. Grievance procedures are available if an individual believes they have been subjected to discrimination, harassment or bullying.

Professional Code of Behaviour

It is expected that staff demonstrate their commitment to the highest work standards and are required to:

- Perform duties impartially, with professionalism, objectivity and integrity
- Work effectively, efficiently and economically
- Accept instruction from those in a position of authority

It is expected that staff, Directors and Alliance members demonstrate their commitment to the highest ethical standards and are required to:

- Behave fairly and honestly in an impartial, non-discriminatory manner
- Avoid conflicts of interest and act in the best interests of other members of the Alliance
- Follow the policies, guidelines and procedures of the Alliance
- Pursue any dispute or ethical dilemma via 'resolution and grievance procedures'
- Avoid any form of exploitation of power imbalances in relationships
- Promote and support the work of the Alliance
- Act in a courteous manner
- Understand that the use of obscenities or offensive language is unacceptable in the workplace and at Alliance meetings

Annual General Meeting Code of Behaviour

Please note: Observers are welcome to be present during the AGM. However, only appointed delegates from Full or Associate Members are invited to speak, comment or raise issues during the AGM, and only Full Member associations may cast a vote, in accordance with the Alliance's Memorandum and Articles of Association. (For more information on voting and the relevant procedure, please see the relevant policy).

In the interest of an orderly and productive Annual General Meeting ("AGM"), it is expected that staff, board directors, members and observers (delegates) demonstrate their commitment to abide by the following rules of conduct during the meeting:

1. It is the Chairperson's duty to bring the meeting to order. Delegates should follow the Chairperson's instructions.
2. Delegates will treat each other with respect, patience and professionalism, in accordance with our community's values and this code of conduct.
3. Delegates who wish to address the meeting are welcome to do so when the Chairperson opens the floor to discussion.
4. Delegates wishing to speak should raise their hands and wait to be called on by the Chairperson. At that time, they are welcome to stand, state their name and member organization and make their comments.
5. Delegates will ask questions and make comments relevant to the items of business under consideration at the meeting. They will refrain from questions relating to personal matters, personal attacks, derogatory language, references to personalities or other comments in poor taste.
6. Items requiring discussion and decision must be submitted to the Board of Directors on the prescribed resolution proposal form ahead of the AGM.
7. There is limited time at the AGM. In order to accommodate all members, the Chairperson may ask a delegate to finish her/his thoughts in order to give others a chance to be heard.
8. In order to maintain an orderly and productive meeting, the Chairperson reserves the right to bring discussion to an end and suggest further conversation out of session with the appropriate people.

9. The Chairperson reserves the right to end discussions that are: (i) irrelevant to the AGM agenda, (ii) relate to ordinary business operations of the Alliance (iii) relate to sensitive or confidential matters or (iv) do not abide by this Code of Conduct
10. If a delegate violates this Code of Conduct, the Chairperson will issue a single warning, and then may ask the individual to leave the meeting.

Breaches of the Code of Conduct

All Alliance staff, directors and members are required to comply with this Code of Conduct. If individuals breach this Code they will be subject to a range of administrative actions depending on the nature of the breach. Sanctions may include counselling, disciplinary action in line with recognised dismissal procedures (including termination of employment or membership), the laying of criminal charges and the taking of civil action depending on the severity, scale and importance of the matter. The more severe sanctions may only apply when there is repeated and deliberate concealment or failure to comply with this Code of Conduct.

Staff, Directors and Members adversely affected by a decision related to failure to comply with this Code of Conduct must be informed of their rights to object and appeal.

Endorsed by the Board of the International Alliance of ALS/MND Associations

Signed:

A handwritten signature in black ink that reads "Carol Birks". The signature is written in a cursive style with a large, stylized initial 'C'.

(Chair)

Approved by the Board: 30 August 2017